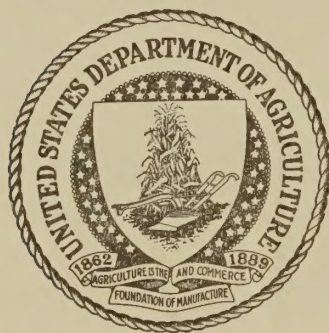


1.933  
B76



UNITED STATES  
DEPARTMENT OF AGRICULTURE  
LIBRARY



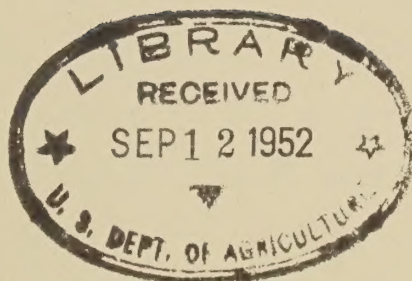
BOOK NUMBER 1.933  
828941 B76



Brief Bibliographies  
on  
Selected Management Subjects



Human Relations  
Organization  
General Management  
Office Management  
and Periodicals



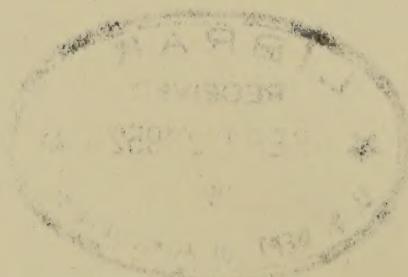
Steel Bibliography

on

Selected Management Subjects

1. Management  
2. Organization  
3. Planning  
4. Control  
5. Finance  
6. Marketing  
7. Personnel  
8. Research  
9. Development  
10. Innovation

Human Relations  
Organization  
General Management  
Office Management  
and Financial



### Using the Bibliography

Most of the books and periodicals listed will be available in general library collections. You may want to add some of them to your personal library.

The USDA Library will forward books to field personnel on request, and obtain from other libraries copies of books not included in its own collection. Requests for books from the USDA Library may be made either in memo form, or simply by sending in a call-card giving the name of the author and title of the publication, together with your name and address; a supply of the cards may be obtained from the library without charge. The USDA Library also maintains a free photo service for field people, to supply copies of magazine articles upon specific request.

In addition to the community or public libraries in your headquarters, you may have access to the regional libraries which are listed in the USDA Regulations.

It is also felt that a USDA representative, offering proper identification to a university library, would ordinarily be able to obtain the privilege of using the university library. Practically every one of these books and periodicals should be available in any college library where the university includes a School of Business Administration, as many of the books are standard reference works in the field of Social Studies.

The Management Division has a small collection of books on various management subjects, for the use of all REA personnel.

The Training Section of the Personnel Division has a small collection of books obtained primarily for use in connection with the Supervisory Training Conference. However, these books too are available for use by any REA employee.

\*\*\*\*\*

The basic source used in the preparation of this bibliography was the Bibliography on Public Administration, by Catheryn Seckler-Hudson, published by The American Press, Washington, D. C., 1949.

The books marked with an asterisk possibly are those which best combine the qualities of being most basic and most readable.





## Human Relations

Human Relations in Industry, by Burleigh B. Gardner.

Richard D. Irwin, Inc., Chicago, 1947. 301 pp.

A discussion of human relations as they effect the solution of management problems such as the efficiency of employees.

\* Human Factors in Management, edited by Schuyler Dean Hoslett.

Park College Press, Parkville, Mo., 1946. 322 pp.

A collection of some significant and practical writings on the subject by outstanding authors.

\* Bottom-Up Management, by Wm. B. Given. Harper and Brothers, New York, 1949. 171 pp.

Illustrated discussion of importance of getting all of the employees to make maximum contribution to management problems, by the President of the American Brake Shoe Company.

\* The Supervision of Personnel: Human Relations in the Management of Men, by John M. Pfiffner. Prentice-Hall, Inc., New York, 1951.

An application of the modern findings of the social science applied to the problems of industrial relations in the broad sense.

\* Multiple Management: A Plan for Human Relations in Industry, by Charles P. McCormick. Funk and Wagnalls Company, New York, 1938. 175 pp.

One of the better known plans for securing increased employee participation in locating and solving management problems.

Sharing Information with Employees, by Alexander R. Heron. Stanford University Press, Palo Alto, California, 1942. 204 pp.

Possibly the leading reference work on the subject of employee participation.

The Proper Study of Mankind: An Inquiry into the Science of Human Relations, by Stuart Chase. Harper and Brothers, New York, 1948. 311 pp.

Discussion of the scientific approach into the problems of living and working together.

Management and the Worker, by F. J. Roethlisberger and William J.

Dickson. Harvard University Press, Cambridge, Mass., 1939. 615 pp.

A summary and analysis of a major research project done in cooperation with the Western Electric Company.





Area and Administration, by James W. Fesler. University of Alabama Press, University, Ala., 1949. 153 pp.

A presentation of the inter-relationships of area and organizational structure in major programs, reconciling functional and line responsibilities.

\* Planning and Developing the Company Organizational Structure, Research Report Number 20, American Management Association, New York, 1952. 232 pp.

A discussion of principles and modern developments in planning the organization. Part 2 of the book is a discussion of reorganization methods.





## Organization

- \* Scientific Management, by Frederick W. Taylor.  
Harper and Brothers, New York, 1934. 287 pp.  
The three manuscripts of the foremost American leader in the field of Scientific Management, with a foreword by Harlow S. Person.
- Papers on the Science of Administration, edited by Luther Gulick and L. Urwick. Institute of Public Administration, Columbia University, New York, 1937. 195 pp.  
A collection of papers explaining such things as POSDCORB and Graicunas' theory of relationships.
- \* The Principles of Organization, by James D. Mooney and Alan C. Reiley.  
Harper and Brothers, New York, 1939. 223 pp.  
One of the standard and basic works in this field.
- Industrial Organization and Management, by Ralph Currier Davis.  
Harper and Brothers, New York, 1940. 636 pp.  
A more detailed discussion of the principles and philosophy.
- Processes of Organization and Management, edited by Catheryn Seckler-Hudson. Public Affairs Press, Washington, D.C., 1948. 296 pp.  
A collection of important papers and check lists in the field of organization, including writings by Harlow S. Person and the Bureau of the Budget's "Tasks of Management".
- The Elements of Administration, by L. Urwick.  
Harper and Brothers, New York, 1944. 132 pp.  
A short and thought-provoking discussion of the theory of administration.
- \* Top-Management Organization and Control, by Paul E. Holden, Lounsbury S. Fish, and Hubert L. Smith. Stanford University Press, Palo Alto, California, 1941. 239 pp.  
A research study by the Graduate School of Business of Stanford University concerning top-level management of 31 leading business corporations.
- Dynamic Administration: The Collected Papers of Mary Parker Follett, by Henry C. Metcalf and L. Urwick. Harper and Brothers, New York, 1947. 320 pp.  
These writings are a part of the classic literature in this field and contain thoughts that many people are rediscovering each year.
- Administrative Behavior, by Herbert A. Simon. The MacMillan Company, New York, 1947. 259 pp.  
An analysis of decision-making as a process within an organization.





## General Management

- \* The Functions of the Executive, by Chester I. Barnard.  
Harvard University Press, Cambridge, Mass., 1938. 334 pp.  
One of the leading discussions of the major responsibilities of executives. Also available in later editions.
- The Technique of Executive Control, by Erwin Haskell Schell. McGraw-Hill Book Company, Inc., New York, 1946. 270 pp.  
A discussion of tools and methods for getting the maximum work done with the minimum friction.
- The Executive in Action, by Marshall E. Dimock. Harper and Brothers, New York, 1945. 276 pp.  
A discussion of what an executive does and should do in an organization.
- The Growth and Development of Executives, by Myles L. Mace. The Andover Press, Ltd., Andover, Mass., 1950. 200 pp.  
A research study by the Graduate School of Business Administration of Harvard University. Discusses executive requirements, appraisal, and coaching, with many illustrations from the business world.
- \* Middle Management, by Mary Cushing Niles. Harper and Brothers, New York, 1949. 274 pp.  
A very readable book discussing particularly the problems confronting the junior executives in an organization.
- Policy and Administration, by Paul H. Appleby. Alabama Press, University, Ala., 1949. 173 pp.  
A discussion of the inter-relationships of policy and administration at various levels in an organization.
- Yardsticks of Management, by H. G. Benedict. Management Book Company, Los Angeles, California, 1946. 148 pp.  
One of the best and most complete series of check lists for performance measurement.
- Industrial Management in Transition, by George Filipetti. Richard D. Irwin, Inc., Chicago, Ill., 1946. 311 pp.  
An understandable discussion of the history and development of scientific management.
- Scientific Management in American Industry, edited by Harlow S. Person. Harper and Brothers, New York, 1929. 479 pp.  
One of the standard works presenting the contributions of various persons in the scientific management field.





\* Fundamentals of Top-Management, by Ralph C. Davis. Harper and Brothers, New York, 1951. 825 pp.  
A most comprehensive review of the principles and concepts of organization and management.

Public Opinion and Propaganda, by Leonard W. Doob. Henry Holt and Company, Inc., New York, 1948. 600 pp.  
A systematic presentation of the principles and practices of communication as a part of public relations.

Your Public Relations, by Glenn and Denny Griswold. Funk and Wagnalls Company, New York, 1948. 634 pp.  
A discussion of case histories in public relations work.

\* Public Relations at Work, by Herbert M. Baus. Harper and Brothers, New York, 1948. 242 pp.  
A well illustrated discussion of public relations practices.

Public Relations, by Edward L. Bernays. University of Oklahoma Press, Norman, Oklahoma, 1952. 374 pp.  
Includes the usual "how-to" aids as well as a historical portion and surveys of public relations activities in various fields.

Public Administration, by Herbert A. Simon. Knopf, New York, 1950. 582 pp.  
A discussion of organization and management practices from the standpoint of the public administrator.





## Office Management

- \* Office Management, edited by Coleman L. Maze. Under auspices of the National Office Management Association. The Ronald Press Company, New York, 1947. 870 pp.  
Includes revisions of the research studies of NOMA, well illustrated, well indexed.

Office Management and Control, by George R. Terry. Richard D. Irwin, Inc., Chicago, Ill., 1949. 808 pp.  
Another useful study of office management techniques.

A Text Book of Office Management, by Wm. H. Lefhingwell and Edwin A. Robinson. Second edition, McGraw-Hill Book Company, Inc., New York, 1943.  
One of the leading texts of the fundamentals of office management.





## Periodicals

- \* Advanced Management, published monthly. The official publication of the Society for the Advancement of Management.

Fortune, published monthly by Time, Inc., Chicago, Illinois.  
Each issue contains a significant article or case history in the field of organization and management of interest to the public administrator.

Harvard Business Review, published quarterly by Harvard University Graduate School of Business Administration. Gallatin House, Soldiers Field, Boston, Mass.  
Contains studies in the fields of economics, labor and management problems.

- \* Management Review, published monthly by the American Management Association, New York.  
A "Readers Digest" in the field of management articles.

- \* Personnel, published bi-monthly by the American Management Association, New York.  
Aimed primarily at business administration, but of interest to the public administrator.

Personnel Administration, published monthly, by the Society for Personnel Administration, Washington, D.C.  
The official publication of the Society for Personnel Administration.

Public Administration Review, the official publication of the American Society of Public Administration.

The Controller. The official publication of the Controllers' Institute of America.

Introduction

The purpose of this study is to investigate the effects of the proposed changes on the economy of the country.

The study is divided into three main parts. The first part is a general survey of the country's economy. The second part is a detailed analysis of the proposed changes. The third part is a comparison of the results of the study with the results of previous studies.

The study is based on a sample of 1000 households. The sample was selected by a random method. The data was collected by a series of interviews and questionnaires. The results of the study are presented in a series of tables and graphs.

The study shows that the proposed changes will have a significant effect on the economy of the country. The results of the study are as follows:

1. The proposed changes will result in a decrease in the country's GDP by 10%.

2. The proposed changes will result in an increase in the country's unemployment rate by 5%.

3. The proposed changes will result in a decrease in the country's inflation rate by 2%.

The study also shows that the proposed changes will have a significant effect on the country's social structure. The results of the study are as follows:







